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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training

DATE: 8 January 1959

25 YEAR RE-REVIEW

FROM : Deputy Registrar/TR

SUBJECT: Weekly Activity Report No. 1
31 December 1958 - 6 January 1959I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. It begins to look as if the battle we have been waging against payment of per diem to military personnel on TDY to [] is won. The memo from DTR to DD/S recommending a change of the regulation to prevent such payment was not concurred in by MPD. From OP the memo was forwarded to General Counsel. In the past few days we have had discussions with [] O/GC; it is now the opinion of General Counsel that under proper interpretation of JTRs, non payment of per diem at [] is both legal and proper. The GC will officially make known this opinion in a memo to DTR, copies of which will go to MPD and Finance Division. The memo will also suggest withdrawal of our memo in view of this decision.

2. Discussions have been held with C/A&E to review the two-day briefing on OTR psychological services and instruction in evaluation techniques now given by the A&E Staff to all new OTR instructors. [] is now preparing an outline of this coverage for our use in planning and organizing a more comprehensive OTR orientation and job training program which new instructors will engage in from the time of EOD until they assume full instructional duties.

3. A final briefing was held for Mr. [] of [] prior to his departure for a two year engineering course at Texas A&M.

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4. [] of Language and Area School is currently being processed for his forthcoming three month Area Familiarization and Survey program that will take him into many areas of Africa and the Middle East. Specific travel approval for his program was granted on 10 December 1958 by DD/S for DDCI.

5. The Navy has been notified of our candidates for the next three runnings of the Navy Contract Administration Course. We will send two OL employees to the January courses and one employee of the Audit Staff to fill our quota for the March course.

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6. Our participant for the Mid-Career Course at FSI, which began 5 January, is [] OCI, GS-14.

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7. Chief, Processing Branch met with Dr. D. Lee Hamilton, FSI, to arrange for an OSI member to be enrolled in the FSI School, [] in April, and for a 30 month area and language program for an FE employee. This program includes study both at FSI, Washington, and at FSI, []

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8. A list of languages including those presently being taught and those not being taught, but for which OTR has the capability for furnishing instruction, was supplied to the Office of DD/S at the request of Mr. []

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9. A briefing was held on 7 January 1959, for the two Agency candidates [] who are scheduled to attend the 25th Session of the Armed Forces Staff College, Norfolk, Virginia, beginning 2 February 1959. All arrangements have been completed for their participation in the program with the exception of the DD/I and DD/P briefings, which will be scheduled within the next two weeks.

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10. Chief, Processing Branch and Security Officer, OTR, met with members of the staff at [] to discuss administrative, [] security aspects of the JOTs entering Ops course No. 8. Two briefings will be given, one for the wives of the students and one for the students. These briefings will be conducted by [] with representatives from Security [] Division attending.

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11. Mr. [redacted], accompanied by Mr. [redacted] met with Mr. [redacted], Chief/Plans and Analysis Group, Office of Training, NSA. The purposes of the meeting were:

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- a. To introduce Mr. [redacted]
- b. To clarify a proposed requirement levied by the Office of Communications (which will be met by NSA).
- c. To ascertain NSA's capabilities to meet possible requirements in the future.

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In addition, Mr. [redacted] discussed NSA's training organization and policies. Included in the briefing were the following items of particular interest to OTR:

- a. NSA's handling of external training, most of which is done at academic institutions.
- b. NSA policy and procedures established to meet the requirement of Public Law 85-507, for agreements of employees receiving external training to continue for certain periods upon completion of that training (this is a problem which we must soon work out).
- c. NSA capabilities in rare-language training (any CIA requirement must be levied well in advance, probably six to ten months in advance).
- d. Registration for courses (using IBM).

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- e. Utilization of IBM for recording training data on both external and internal training, even to the extent of evaluations ([redacted] has agreed to supply us a copy of his code book).

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- f. [redacted]
- g. NSA procedures in determining internal training requirements.

- h. NSA training facilities, which include 57 well equipped classrooms.

- i. Emphasis on on-the-job training in their management program.

It was apparent that NSA experience included several aspects having cogency for OTR.

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12. R/TR is on sick leave.

DDS 13. During the week 31 December 1958 - 6 January 1959, there were 452* persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

234 enrolled in 38 classes (15 languages) during hours

59 enrolled in 3 Operations School courses

28 enrolled in 2 SIC courses

70 enrolled in 5 Intelligence School courses

59 enrolled in the JOT Program

2 Dependents

*Does not include Voluntary Language Program enrollments. Program began on 7 January 1959.

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